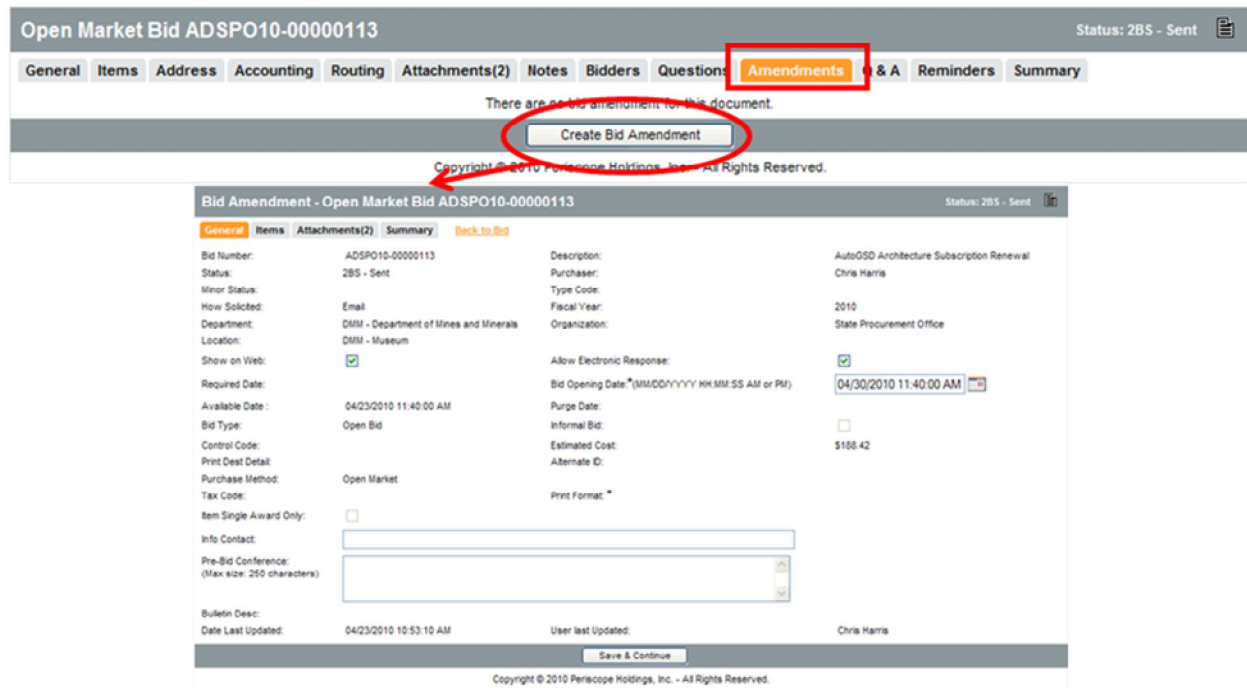# Solicitation Amendments

To amend a solicitation that has already been published in ProcureAZ, you'll need to create and apply a Bid Amendment.

Creating a Bid Amendment

If you determine that an amendment to your solicitation is necessary, select the Amendments tab on your Bid document. From here you'll be able to view any previously completed amendment as well as create a new amendment by clicking the **Create Bid Amendment** button. Creating a new Bid Amendment will display a copy of the Bid, but with only four tabs available to be edited.

You'll initially be shown the General tab, which only allows you to edit the **Show on Web**, **Allow Electronic Response**, **Bid Opening Date**, **Info Contact**, and **Pre-Bid Conference** fields. If any changes are made, click **Save & Exit** before proceeding through the remaining tabs.

Note that Amendments can only be created for a Bid while it is in "Sent" and "Ready to Open" statuses. Once you open the Bid and view the vendor responses, you can no longer process Amendments.

Amending a Bid

The only other tabs on the Bid that allow amendments are the Items and Attachments tabs. On the Items tab, all information regarding every item can be edited using the same process as during the item setup process. Items can also be added and cancelled.

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On the Attachments tab, attachments can be added or deleted. You can also edit whether attachments should be shown to vendors. Once done building your amendment, click on the Summary tab to review your changes, add any additional information and apply your changes.

Finalizing an Amendment

On the Summary tab of your Bid Amendment, a list of each change that was made on the previous tabs displays. Within the **Description** column, an explanation of each change appears. This explanation is editable if you'd like to provide additional detail. A **Comment** field also exists along the bottom of each listed changed, enabling you to further explain any amendment. A global comment field is also available along the top of the Summary tab so that you can provide information regarding the entire amendment, if desired.

To the far right of each change a **Show to Vendor** check box allows you to decide whether to inform vendors about the change. Amendments processed to fix typographical errors are an example of changes that may not need to be sent to vendors. By default, vendors will be informed of all changes however. If you make any changes on this screen, ensure that you select **Save & Continue** before applying the Amendment. Note that you can also select **Delete Bid Amendment** to discard the amendment and create no changes to the Bid.

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Applying an Amendment

Once you are ready to apply the changes on your Amendment to the Bid, select the **Apply Bid Amendment** button on the bottom of the Summary tab. In addition to updating your Bid with the changes, the vendors you originally informed about the Bid and those on the Bid Holder List will automatically be notified. Note that automated approval of amendments is not supported in ProcureAZ. If approval of your amendment is required prior to taking effect, this must be conducted offline.

Upon applying the amendment, the **Vendor Notification Result** screen will appear, listing the vendors that were emailed regarding the amendment, what time they were emailed and what email address was used. Clicking **OK** on this screen will return to your amended Bid.